🧭 Within this how to guide all the images will display the steps highlighted in orange.

STEP 1

Login to your FoundU profile via the FoundU app or using your internet browser

Note: If you do not have the app you can download this in your Google Play or Apple App Store



STEP 2

Click on 'Time off' then select 'Leave'

≡	U Work - Time Off - Times		
	Leave Availability Welcome Back Foundu (*) ID: 16	You have not setup your foundU Clock app passcode Setup your passcode >	Your TFN d completion Complete
	Resources	ortal	
	Uncoming Postor		

STEP 3

Review available leave entitlements

Under the 'Balances' section your leave entitlement balances will display

Annual Leave	Personal/Sick Leave	Compassionate Leave	19 - 21 May 2024 16 hrs of Annual	t Leave
Unpaid Leave	Annual Leave Generi			
	€ H	story		
	Unpaid Leave		Unpaid Leave Annual Leave Generi 0.000 HOURS AVAILABLE Ristory 23 - 29 Apr 2024 30 hrs of Annual Leave	Unpaid Leave RAILANCE NOT VISIBLE Annual Leave Generi 0.000 HOURS AVAILABLE History 23-29 Apr 2024 O this of Annual Leave

STEP 4

Navigate to the 'History' section any previous leave applications will display

You will also be able to see the status of your leave requests i.e. If your leave is declined it will display a red cross, click the leave request to open and review any comments or decline reasons.

₿ History
S 23 - 29 Apr 2024 Declined >
18 Apr 2024 a month ago > 8 hrs of Personal/Sick Leave a month ago >
03 - 09 Apr 2024 a month ago > 38 hrs of Annual Leave >
12 Mar 2024 2 months ago > 8 hrs of Annual Leave 2
05 Mar 2024 2 months ago > 7.6 hrs of Personal/Sick Leave 2 months ago >
27 Feb 2024 3 months ago > 8 hrs of Personal/Sick Leave 3 months ago >